

Regular Meeting

July 28, 2003

12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, July 28, 2003, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

\* \* \*

RE: *Review and approval of minutes from the June 30, 2003, regular meeting.*

The minutes were approved as written.

\* \* \*

RE: *Review of the results of the pre-hearing conferences for the following appeals:*

a) *Leroy Hilton vs. Columbus Public Schools, Appeal No. 03-BA-0005. CIP System Operator Helper – discharge – hearing scheduled for October 20, 2003.*

b) *Roosevelt Fluellent vs. Columbus Public Schools, Appeal No. 02-BA-0010. Head Custodian I – 20-day suspension – hearing scheduled for October 30, 2003.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported on two pre-hearing conferences heard prior to today's meeting.

Leroy Hilton was discharged from his position of CIP System Operator Assistant for being AWOL after having exhausted the two-year limitation of employment leave of absence from the Columbus Public Schools. Mr. Hilton contends he requested light duty and/or accommodations but his requests were not addressed. Both parties estimate the case should take no more than one afternoon.

Roosevelt Fluellent was suspended and then demoted from his position of Head Custodian I with the Columbus Public Schools for nonfeasance (sleeping on the job). Mr. Fluellent argues that he was not sleeping but rather he was sick from a medical condition. There are several witnesses for this case and it will begin at 8:30 a.m. in order to complete the hearing in one day.

\* \* \*

RE: *Rule Revisions.*

No Rule revisions were submitted this month.

\* \* \*

RE: *Review and approval of the 2004 Trial Board Hearing schedule.*

The following dates were requested for the 2004 Civil Service Commission Trial Board Hearing schedule:

January 12	July 12
February 9	August 16
March 15	September 13
April 12	October 4
May 10	November 15
June 14	December 6

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

\* \* \*

RE: *Columbus Public Schools Classification actions.*

No Columbus Public School classification actions were submitted this month.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Distribution Operator I (Class Code 3864).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Distribution Operator I as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in 1963 and last reviewed in April of 2000. There are currently seven incumbents assigned to the Department of Public Utilities, Division of Water.

The maintenance of a computerized pump control system to distribute water was added to the definition. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Distribution Operator I. No revisions to the minimum qualifications were requested. The ability to work under pressure, identify problems, analyze information and recommend solutions was added to the knowledge, skills and abilities. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Distribution Operator II and designate the examination type as noncompetitive (Class Code 3865).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Distribution Operator II as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in 1989 and last reviewed in September of 2000. There are currently two incumbents assigned to the Department of Public Utilities, Division of Water.

Supervising and participating in the operation and maintenance of a computerized pump control system to distribute water was added to the definition. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Distribution Operator II. It was determined that possession of a valid State of Ohio Operator II license provides adequate demonstration of the revised examples of work and therefore, it was recommended that possession of a Water Distribution Operator II or a Public Water System Operator II certificate be added to the minimum qualifications. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period were recommended but it was recommended that the examination type be changed to noncompetitive in accordance with Civil Service commission Rule IV(B)(3).

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Treatment Residuals Manager (Class Code 1157).*

This item was deferred.

\* \* \*

RE: *Request of the Civil Service Commission staff to change the examination type for the classification Aquatics Supervisor from competitive to noncompetitive (Class Code 3184).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to change the Aquatics Supervisor's examination type from competitive to noncompetitive in an effort to update specific classifications that require certification or licensure from an outside agency. The purpose of the review was to evaluate if certain classifications should be designated as competitive or noncompetitive based on whether the positions require exceptional qualifications of a scientific, managerial, professional or educational character as demonstrated by the certification.

The Aquatics Supervisor classification is used exclusively by the Department of Recreation and Parks and there are currently twenty-four incumbents assigned to seasonal, seven day a week operations. The Aquatics Supervisor is responsible for supervising aquatics personnel and managing the operations of an aquatics program or facility. This classification requires specialized knowledge and work experience as well as specific certification in lifeguard/lifesaving techniques, cardio-pulmonary resuscitation and first-aid. In addition, this classification requires completion of the American Red Cross Water Safety Instructor's Certificate. The Water Safety Instructor Course is a leadership program that develops competencies in class management, teaching evaluation, supervision, leadership, communication, administration and physical abilities.

After careful review the staff determined that this classification meets the requirements for noncompetitive status and therefore, in accordance with Rule IV(B)(3), staff recommended that the examination type be changed to noncompetitive.

A motion to approve the request was made, seconded, and passed unanimously.

\* \* \*

RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

\* \* \*

RE: *Personnel Actions.*

No personnel actions were submitted this month.

\* \* \*

RE: *Administrative/Jurisdictional Reviews.*

*Review of the appeal of Gregory Kulis regarding the denial of his request for a special administration of the physical capabilities portion of the police officer examination - Appeal No. 03-CA-0015.*

The Commissioners reviewed the appeal Gregory Kulis filed on July 21, 2003, concerning the denial of his request to have the Commission schedule a special administration of the police officer physical capabilities test (PCT). Mr. Kulis stated in his appeal that he failed to receive notification of the test dates.

Commission software keeps a log of all correspondence sent to applicants; these records reflect that a PCT notification letter was mailed to Mr. Kulis’ home address on May 20, 2003. When the Commission receives mail noted “undeliverable” or “return to sender”, Commission staff checks the address for accuracy and sends it again. The letter mailed to Mr. Kulis’ home address was not returned to the Commission. The Commission, absent any indication to the contrary, must presume that the letter was delivered as addressed.

Based upon the foregoing, the Commission decided to dismiss Mr. Kulis’ appeal without a hearing.

Background Administrative Reviews Conducted By Theresa Lynn Carter		
<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
1. William G. Sweet	Firefighter	03-BR-037
2. William T. Cole	Firefighter	03-BR-038
3. John F. Terry IV	Firefighter	03-BR-039
4. Kenneth L. Muth	Firefighter	03-BR-040
5. Bradley D. Joseph	Firefighter	03-BR-041
6. Darrin Pohlman	Firefighter	03-BR-042

After reviewing the files of William G. Sweet, William T. Cole, John F. Terry IV, Bradley D. Joseph and Darrin Pohlman, the Commissioners decided that their names would not be reinstated to the firefighter eligible list.

After reviewing Kenneth L. Muth’s file, the Commissioners decided that his name would be reinstated to the firefighter eligible list.

\* \* \*

<hr/>	<hr/>
Priscilla R. Tyson, Commission President	August 25, 2003 Date